King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.011 - Employee Death or Serious Injury Notification to Families	Approved By:	Director Allen Nance
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Purpose
To establish a procedure for notifying families of department personnel who have died or been seriously injured while on duty.

Policy
It is the policy of this department to provide guidelines to ensure an adequate response and proper emotional care for the family of department personnel in the event of death or serious injury while on duty.

References
Department Policy: 1.01.005 - Executive Duty Officer
1.03.010 - Peer Support and Critical Incident Response
J-AP-2.007 - Notification Requirements to Call Officer of the Day

A. General Guidelines for Notification Procedure

The following notification procedures shall be carried out if any department member dies or sustains an injury that leaves the staff member incapacitated or unable to notify their family themselves.

1. A department member having first-hand knowledge of a death or injury shall communicate either in person or by phone all pertinent information to the shift commander/supervisor. The radio should not be used to communicate this information unless no other method of communication is available.
2. The shift commander/supervisor shall make the proper notification to the facility commander/division head, via the chain of command, or the Executive Duty Officer (EDO) for the Adult Division and the Officer of the Day (OD) for the Juvenile Division, after normal business hours following department policies 1.01.005 - Executive Duty Officer and J-AP-2.007, Notification Requirements to Call Officer of the Day.
3. The facility commander/division head or EDO/OD shall notify the Human Resource Service Delivery Manager (HRSDM) and the department director. This notification shall be immediate, or the next working day, dictated by the seriousness of the situation and circumstances.

4. If the incident occurs on duty and is during normal business hours the most senior manager of the employee's division or the EDO/OD, if the incident occurs after normal business hours shall:
   a. Ensure that the family is notified and:
      1) If possible, an employee who is a friend of the family shall be requested to assist with the notification.
      2) When possible, this notification shall be made in person in the case of an on-duty death or life-threatening injury.
   b. Arrange transportation and other assistance the family may need during this period.

B. Additional Assistance to the Family

1. The facility commander/division head may select a department employee to act as a liaison between the department and the family.
2. In the event of death, the Human Resources Service Delivery Manager (HRSDM) or their designee shall assist the family in completing survivorship benefits.

C. Death of Retired Department Members

Department members receiving information regarding the death of a retired department member may contact the department director's secretary or the chain of command, to notify the department.